

THE CITY OF STREETSBORO, OHIO  
**FINANCE COMMITTEE MINUTES**

Monday, January 23, 2023

This Finance Committee Meeting was called to order on Monday, January 23, 2023 at 7:25 p.m. by Justin Ring, Chairman.

PRESENT: Anthony Lombardo, Justin Ring, Jon Hannan, Mike Lampa, Jennifer Wagner, Julie Field, Steve Michniak

ABSENT: None.

ALSO PRESENT: Glenn Broska, Mayor  
Frank Beni, Law Director  
Patricia Wain, Police Chief  
Robert Reinholz, Fire Chief  
Matt Miller, Finance Director  
Bill Miller, Service Director  
Justin Czekaj, Municipal Engineer  
John Cieszkowski, Planning Director  
Patrick O'Malia, Economic Development Director  
Greg Mytinger, Parks and Recreation Director  
Shawna Lockhart-Reese, HR Manager  
Melissa Procop, Mayor's Executive Assistant  
Caroline Kremer, Clerk of Council

**Disposition of Minutes**

None.

**MOTION: TO RECESS THIS MEETING TO GO INTO THE REGULAR COUNCIL MEETING.**

Moved by Mrs. Field, seconded by Mr. Hannan. Upon voice vote, **motion carried and the meeting recessed at 7:26 p.m.**

**MOTION: TO RECONVENE THIS FINANCE COMMITTEE MEETING.**

Moved by Mr. Hannan, seconded by Mrs. Field. Upon voice vote, **motion carried and the meeting reconvened at 7:33 p.m.**

**Monthly Financial Report**

- Quarterly Credit Card Report

Matt Miller said this was the December 2022/Year-end report. He explained the City was below the General Fund and Overall 2022 expense budget and above the General Fund and Overall 2022

revenue budget. The City had only spent about 90% of the General Fund budget and 83% of the Overall (all Funds) budget. The City had received 109% of the budgeted General Fund revenue and 107% of the budgeted revenue for all Funds. He had provided a year-end dashboard with highlights of the major Funds and the cash position of some Funds and general ledger lines.

He explained that liquidity was good for paying bills and making payroll. In 2022 the major accounts held in Huntington Bank and Star Ohio Bank had about \$27 million, which was about a 15% growth rate on the cash. He said recently a substantial amount of money was moved into Star Ohio to take advantage of the higher interest rate (4.2% APY). The money was still accessible, it was just sitting in a different bank account making a little more interest.

The Fund Balance report included the major Funds: the General Fund went up about 11%; there was a purchase of a fire truck in 2022 which used up a lot of the Capital Improvement Fund and the Fire Improvement Fund (-641%); the Water Fund balance went up 9%.

The Expense budget report showed what had been appropriated and all the adjustments authorized throughout the year. The 101- General Fund had about \$1.2 million in savings, the 501- Water Fund had about \$500,000 in savings by not spending all the appropriated budget.

The Revenue budget report showed that the City brought in what was projected. The 101- General Fund brought in \$1.5 million, mostly driven by income tax. The 501- Water Fund brought in about \$100,000 more than was budgeted. These reports summarized what Council approved and what the City ended up bringing in, and what the City ended up spending.

There was also a report of the monthly income tax totals. In December the City was about \$3,200 short of at least \$1 million in income tax revenue, but all the other months were well over \$1 million, and that substantially helped the 101- General Fund as well as the 401- Capital Improvement Fund. The biggest income was the income tax, hotel/motel tax, real property tax, ambulance fees, and interest earnings, which Matt Miller hoped to be up again in 2023 with the money in the Star Ohio Bank account and interest rates being higher. Some other revenue lines were down, like certain permits, maybe because space to build residential developments was drying up in town.

This was a quick synopsis and summary to give Council information on where the finances stood. The General Fund carryover balance was about \$4.6 million over the minimum 25% required per the budget, but the actual funds show the carryover balance was almost \$7.1 million over the minimum 25% required to be carried over to cover the expenses of the first quarter of the next year (or any catastrophe that may happen). Some of the carryover would need to be used for the Community Center and to work toward accomplishing the five-year plan (including the City Center improvements).

Mr. Lampa commented that the revenues from permits may be down because people did not get COVID-19 incentive money in 2022 like they did in 2021. There was a lot of permit revenue in 2021 because people were stuck at home during the pandemic and spent money to improve their houses, but once that was done, they weren't going to do it again the next year. Mayor Broska

added that fewer homes were built in Meadow View in 2022 compared to 2021, so that may be why permit/inspection fees were down.

Mr. Lampa asked how the interest earnings were at 1,633%. Matt Miller thought the 2022 budget was set at only \$5,000, and with moving to Star Ohio Bank and the interest rate increase, it was beneficial to the revenue.

The only change to the Quarterly Credit Card Report was in regards to the Amazon line of credit. Synchrony Bank was no longer partnered with Amazon for business account, so Streetsboro started using its own credit card for Amazon purchases. In the future the City would just pay by invoice like with other vendors. The City paid off its credit cards monthly to avoid any late fees or interest charges.

### **Old Business**

None.

### **New Business**

#### **T-7364 Set Mayor Compensation for Next Term**

**MOTION: TO FORWARD THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Hannan, seconded by Mr. Lampa. Upon voice vote, **motion carried.**

#### **T-7365 Contract for GAAP Conversion**

Matt Miller said this was an annual cost the City incurred regarding the financial statement preparation. In the past this work was done by the State, but recently the State dropped Streetsboro because they don't have enough staffing, so the Finance Department had to find another firm to do the work. Matt Miller said they found a larger firm that would be able to work with the City for the long term because not a lot of firms handled government agencies.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried.**

#### **T-7366 Contract Renewal w/CMI Software and Hardware Maintenance**

Matt Miller said this was another annual cost. This was for the old finance software system. CMI was requiring the City to pay a full year up front, but would credit back the unused amount after the City converted to the BS&A financial software system in April or May of this year. The Water Department system had already converted to BS&A, so there was no cost from CMI for the Water Department system, just for the Finance Department software system.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried.**

#### T-7367 Authorize Cyber Insurance

Matt Coffman said this was another annual requirement for the City. It went along with the property and casualty insurance coverage authorized at the last meeting. This was bundled with the Traveler's Insurance and would cover cyber insurance for the year.

Mr. Ring commented that he did not see that the City was covered for fidelity (employee theft). Matt Miller said the brokers had explained there was a crime prevention add-on under the other insurance. The brokers mirrored the Ohio Plan and Traveler's insurance. Matt Miller noted he had purchased the additional coverage for any data breach, although the City did not store credit card data for its customers (Invoice Cloud handled that responsibility). Mr. Ring did find a reference to employee theft in the policy document, but noted if the City wasn't covered, it could always add it later. Matt Miller would look into it further and report the details back to City Council. He could even have the insurance broker come to the next meeting to explain things, if needed.

Mr. Lampa noted the invoice from the broker stated coverage from January 1, 2023 to December 1, 2023, but the policy from the underwriter (Traveler's) stated coverage from January 1, 2023 to January 1, 2024. Matt Miller was confident the City had coverage for the entire year, but would check on the invoice document. He said the City was being floated by the insurance company for the first few days of this year until this could be passed by Council tonight, so he requested it be passed as emergency tonight, and he would address the questions brought up tomorrow and report back to Council.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mrs. Field, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

#### T-7368 Contract w/PCRPC to Manage CDBG Funds

Mr. O'Malia said this was a contract between the City administration and the Portage County Regional Planning Commission (PCRPC) who would administer the Community Development Block Grant (CDBG) Funds. Of those funds there was some money allocated for a city-wide demolition program as well as some for the senior grass-cutting/leaf-raking program. He said if there was a successful bid (last time the City had to wait a long time to find a bidder) this should probably be awarded about mid-February.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Lampa, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

#### T-7369 Order Two F-750 Trucks and Dump Body Upfit

Bill Miller said Sarchione Ford beat the State bid price of Valley Ford by about \$15,000, so this was for a Service Department truck and a Water Department truck. They were both budgeted for 2023. The thought was that the Departments could use the F-750 trucks and not have to use the big plow trucks as much and get longer life out of them. Bill Miller said he would need to replace 3 of the 10 plow trucks over the next three years and get the rest on a 20 year rotation schedule,

especially if they were not used as much in the summer. Each plow truck was about \$150,000, but with a 20 year rotation schedule the Departments could save a lot of money to buy other equipment. The F-750 trucks were gasoline engines, not diesel because the emission systems on diesel engines were always having problems and were very expensive to fix. Chief Reinholz added that the next ambulance purchased for the Fire Department would also be gasoline, not diesel.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7370 Annual Agreement w/Signal Service – Traffic Signal Maintenance

Bill Miller said this was the agreement for the hourly rate for Signal Service. He had requested a quote from Perram but did not receive one. He said Signal Service had worked with the City for years, did a good job, and was very responsive. There was no increase in price from last year.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mrs. Field, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7371 Purchase Bobcat Compact Track Loader

Matt Miller said this was budgeted for 2023. Right now the Service Department was sharing equipment with the Parks and Recreation Department, but the work load was heavy for both departments at the same time of year, so they each needed a track loader.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7372 Purchase Two Plow Upfit Kits

Matt Miller said this was to upfit the two chassis that were purchased last year to get them ready for the next snow season. The chassis should be delivered in March 2023 and then they could be built and put together and be ready for snow by November 2023. This purchase was budgeted for 2023.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mrs. Field, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7373 Contract w/RKS for Cleaning Services

Mrs. Procop said this was a request to renew the contract with RKS for 10 months to continue cleaning the City buildings into 2023. She said she was working with the Law Department to get RFQs this summer for approval by Council for future cleaning services.

Mrs. Field asked if the cleaning services had been adjusted since the regulations for COVID-19

had been relaxed. Mrs. Procop said there was some additional disinfectant spraying done during COVID-19 that was no longer being done. Mrs. Procop said the cleaning services provided were the same as had been done in the previous year (without the extra COVID-19 spraying) for the same price.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7374 Contract w/Wildemuth, Back-up Plans Examiner

Mayor Broska said this contract was for a back-up for the plans examiner the City currently used. There was no cost to the City; no retainer fee. The only time this contract would be used would be if the work load got heavy and then Wildemuth would be paid the same rate as the current plans examiner.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mrs. Field, seconded by Mr. Lampa. Upon voice vote, **motion carried.**

T-7375 Hire Consultant for Master Plan Review

Mr. Cieszkowski said this was a proposal from Kris Hopkins, CT Consultants. The City had received three responses to the RFP and the responses were reviewed and ranked by Mr. Cieszkowski, Mr. Hoppel, the Assistant Planner, and Mr. Czekaj, the Municipal Engineer, who then determined CT Consultants should be hired for assistance with the Charter required Master Plan Update. The fee was \$50,000, which was budgeted for this project. The others (OHM Advisors and Envision) were similar, but seemed to be offering less services. It was not part of the RFP, but Mr. Cieszkowski had asked Kris Hopkins to do an initial kick-off meeting with the Master Plan Review Commission (MPRC) Members, and she had agreed.

The cost was similar for previous Master Plan Updates, but last time the City used Portage County Regional Planning Commission because the City was a member of the Commission (for an annual membership fee of \$10,000+) and received a substantially discounted rate. He felt this cost was at the lower end of similar Master Plan update proposals across the country.

There were some questions about the number of meeting the consultants would participate in and if there was additional costs for any additional meetings. As part of their proposal, CT Consultants would provide 7 Master Plan Review Commission meetings (including the kick-off meeting), a community workshop, and a community survey. Mr. Hannan noted that when he participated in the last Master Plan Update, it took 8-9 months and there was at least one meeting each month, plus a community open house, so he was concerned there were not enough meetings included in the proposal. Mr. Cieszkowski said there were various ways to go through a Master Plan update and he did not foresee the MPRC going through each of the six chapters in as much depth as had been done in the past. Because it was done in the past, this should be a more simple review/update.

Mrs. Field was concerned CT Consultants would not attend enough meetings; she felt they should

be at all the MPRC meetings. Mr. Cieszkowski could inquire about the a la carte cost for additional meetings. He felt CT Consultants were not only meeting but going a little above what was asked for in the RFP with their proposal. The RFP had requested attendance at MPRC meetings (per the Charter, the MPRC had 8 months to complete its work), to provide a proposal for public outreach, and to attend one Planning Commission meeting and one City Council meeting, all of which were included in this proposal. Mr. Ring noted two of the seven total meetings were the Planning Commission and City Council meetings. Mrs. Field didn't think it was enough for the \$50,000 cost. Mr. Cieszkowski had considered having Kris Hopkins of CT Consultants attend this meeting, but realized the agenda was quite long and told her she did not have to attend. Mr. Cieszkowski was comfortable CT Consultants could accomplish what was needed within the proposal they had offered.

Some Council Members suggested contacting some of the local references listed in the proposal and see how many meetings they held for their Master Plan update and if the consultant attended or needed to attend them all. Mr. Cieszkowski had contacted a couple of the references and received very good recommendations for CT Consultants.

Mr. Ring agreed with Mrs. Field that the consultant should attend every meeting if they were being paid to assist in this process. He asked if this review and update would be easier this time since a lot of the "heavy lifting" was done at the prior review/update. Mr. Cieszkowski felt most of the effort and energy would go into updating the goals, objectives and strategies in the current plan, and focusing on a review of the Future Land Use map as being the primary drivers in this effort. He did not think it was necessary to have a meeting for each chapter and to go through each line of each chapter. Mr. Ring thought the MPRC Members may want to do that, or may want to take the City in a whole different direction than was outlined last time. Mr. Hannan thought the new members of the MPRC may need to spend some time understanding the Master Plan, but if it was the same members as last time, they would already be familiar with it and already have that understanding. Mr. Ring agreed with Mrs. Field that the consultant should be at every meeting.

Ms. Wagner said she was on the previous MPRC and understood that it was new membership every five years to do the review with new eyes, and it would take some time to get familiar with the document, and the guidance was needed.

Mr. Michniak didn't feel the survey results would have changed much over the last five years, so he suggested doing it in-house and not hire the outside consultant to do that part. He thought the \$5,000 or \$6,000 saved could be used for the consultant to attend more meetings. Mr. Cieszkowski said a community survey and a website was one public participation outreach element. He thought the previous survey had between 900 – 1,200 responses. Mr. Ring wanted a new survey for current feedback.

Mrs. Field suggested, although this legislation was written as emergency legislation, maybe it could just have First Reading tonight and the questions regarding the number of meeting the consultant would attend could be worked out before the next Council Meeting. Mr. Ring suggested keeping the item in committee and not forwarding it to Council at all tonight.

**MOTION: TO FORWARD THIS TO THE FEBRUARY 13, 2023 SERVICE COMMITTEE MEETING WHERE THE CONSULTANT COULD BE PRESENT.**

Moved by Mrs. Field, seconded by Mr. Lampa. Upon voice vote, **motion carried**. Mr. Hannan emphasized that the City wanted to get the most out of this process and four meetings may not be enough. Mr. Cieszkowski said he would address it with the consultant.

T-7376 Parks and Recreation to Purchase a Mower

Mr. Mytinger said this was a new mower for the parks with a 22" deck with a striping package to make the outfield grass look professional.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried**.

T-7377 Parks and Recreation to Purchase a Stand-on Sprayer

Mr. Mytinger said this was from the same company as the mower. This was a ZSpray Max Stand-on Sprayer/Spreader. This would reduce the time spent spraying weedkiller along the fences. Currently it was a 2 man job with one driving the gator and the other walking behind spraying the weeds. This equipment would also help take care of dandelions in the middle of town, assist with weeds in the cemetery, and help to keep the playing fields weed free.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mrs. Field, seconded by Mr. Lombardo. Upon voice vote, **motion carried**.

T-7378 Parks and Recreation to Purchase an F-350 Truck

Mr. Mytinger said this was to replace the Park's green pickup truck that was over 18 years old and was falling apart. Sarchione was able to beat the State bid price for the F-350 with the plow package and everything. If this was passed tonight, he hoped to have the truck delivered by about August.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Lampa, seconded by Mrs. Field. Upon voice vote, **motion carried**.

T-7363 Amend 2023 Annual Budget [#1]

Matt Miller said this was just a change in the estimated resources; there was no impact on any of the expense accounts. This was to fix something from the original budget for municipal income tax. The income tax split was 82% to General Fund and 18% to Capital Improvement Fund and this would fix that on the revenue side in the annual budget. \$0 effect to the total 2023 budget.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried**.



**Citizens' Comments**

Mayor Broska introduced Mike Tinlin, the new Portage County Commissioner who was sworn in last week. Mr. Tinlin spoke to Council and noted he started his family in Streetsboro and was a Streetsboro City Councilman in the 1980s. He thought Streetsboro had great department heads and he offered his help with anything he could do at the County level.

**Announcements**

A Regular Council Meeting will immediately follow this meeting.

There being no further business to come before this Finance Committee, and upon motion by Mr. Hannan, seconded by Mrs. Field, this meeting adjourned at 8:36 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Justin Ring, Chairman